



## **Fall 2019 Communications (Podcast) Internship**

ArchCity Defenders is a nonprofit civil rights law firm providing holistic legal advocacy and combating the criminalization of poverty and state violence against poor people and people of color. ACD uses direct services, impact litigation, and policy and media advocacy as its primary tools to promote justice, protect civil and human rights, and bring about systemic change on behalf of the poor and communities of color directly impacted by the abuses of the legal system.

ACD's Communications team educates the community about the organization's mission, initiatives, and services; advocates for issues important to our client community; supports the legal work of ACD's staff; provides a platform for our clients to share their stories on their terms; coordinates local, national, and international media relationships; and supports the marketing and fundraising efforts of ACD's Development team. ACD's media advocacy has been instrumental in exposing injustice, countering misrepresentation and distortion of poor people and people of color in mainstream media narratives, and impacting community conversation on issues impacting our region.

ArchCity Defenders is looking for a communications intern to join its dynamic and innovative communications team. The intern will work on the ACD podcast "Under the Arch" produced with our partners at Action St. Louis.

The intern will assist with the production of the podcast, including research for episode topics, coordinating and scheduling hosts, and guests, creating content for ACD's website, social media channels, and various digital and print materials, and monitoring and tracking earned news media and social media analytics.

Communications interns function as a part of an interdisciplinary team and coordinate with attorneys and staff to support ACD's mission and expand our reach. A successful intern needs to be assertive, independent, persistent, empathetic, proactive, and flexible. They will need to take initiative, use problem-solving skills, and become a strong advocate for themselves and others.

### **RESPONSIBILITIES:**

- Present innovative communications/media ideas

- Create written content and take pictures for print publications, events, and marketing collateral materials
- Create written content, take pictures, and produce videos for ACD's website and social media channels
- Update website with various content (WordPress)
- Develop weekly summary reports for Communications Director
- Track earned news media clips (radio, online, print, television)
- Monitor and track Facebook, Twitter, and Instagram analytics
- Conduct issue and policy research on social, legal, racial and/or economic issues
- Attend communications update meetings as needed
- Support the mission of ACD and work with staff to support that mission through communications services
- Any other duties as assigned to help the Communications team do its best work

### **QUALIFICATIONS:**

- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and Adobe Creative Suite and curiosity about learning new systems
- Experience / interest in developing accessible and relevant content for social media
- Experience editing and drafting website content
- Knowledge of basic HTML and familiarity designing for the web is preferred
- Excellent interpersonal and communication skills
- Detail-oriented approach to working in a team-driven organization
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Flexible and able to respond appropriately to ACD's changing needs
- Commitment to racial and economic justice and systems change
- Cultural awareness and sensitivity toward diverse populations; awareness of structures of power, privilege, and oppression

All internships are volunteer positions. However, ACD will work with students who secure funding from outside sources or to obtain class credit where available.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants.

To apply, please send a cover letter, resume, and a writing sample to Z Gorley, Communications Director, at [ZGorley@archcitydefenders.org](mailto:ZGorley@archcitydefenders.org). Please reference [Fall 2019 Communications (Podcast) Internship] in the email subject line.

Applicants are encouraged to submit materials as early as possible as decisions will be made on a rolling basis. Applications will be accepted until the position is filled.